

Special Orders

Special Orders require special processing and routing based on State Statute, Executive Orders, and/or Direct Purchase Authority Letters from DAS Materiel Division Administrator. The following is a list of items that will be processed/routed differently from the standard purchase orders and contracts. The Purchase Requisition will determine how the order will be processed.

Document Flow: Flow will be determined by the type of purchase being made

Menu Selection: Purchasing - Agencies → Requisitions - Agency → Enter & Revise Commodity Requisition → Specific menu for type of special order to be made

Copiers and Printing Equipment (OW)	All Purchase Requisitions will route to DAS Materiel Division for processing
Firearms (O1)	Only agencies that purchase firearms will have access to this requisition. Firearm purchases must be made using this document, not the Purchase Requisition (OR) or (OD)
Furniture – Non-CSI Purchase (OW)	All furniture that is not purchased from Cornhusker State Industries, CSI All Purchase Requisitions will route to DAS Materiel Division for processing
IT Equipment (ON/O6)	All Purchase Requisitions will route through Office of the CIO, DAS Budget, and DAS Materiel Division as appropriate
Mailing Equipment (OW)	All Purchase Requisitions will route to DAS Materiel Division for processing
Micrographic Equipment (OM)	All requisitions will route to the Secretary of State, Records Management Division for approval; Agencies will be responsible for purchasing items once approval is final
Motor Vehicles (OI/OU)	All Purchase Requisitions will route through DAS Transportation Services Bureau and DAS Materiel Division as appropriate
Printing Services – Outside (OW)	All Purchase Requisitions will route to DAS Materiel Division for processing
Restricted Requisitions (OO/ZO)	These purchases can be made internally by specific agencies without routing through any other agency. Agencies with this authority are required to follow the governing authority guidelines/rules that grant them the approval to manage the purchases at the agency level. Include Furniture purchased from CSI
Telecommunications Equipment (OT)	All requisitions will route to DAS Communications Division for processing - this is for <u>equipment only</u>